

SECRET

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MEMORANDUM FOR: Chief of Administration
Office of the Deputy Director (Plans)

SUBJECT : Accountings of Senior Representatives

1. The Deputy Director of Central Intelligence desires that the Deputy Director (Administration) review accountings of Senior Representatives, which, under the present proposed procedures, are to be approved by the Chief of Administration, Office of the Deputy Director (Plans). Accordingly, it will be necessary for this Office to have available much of the information that has been collected in efforts by your Office to regularize the budgeting, allotting of funds, and accountings of Senior Representatives.

2. I will appreciate your furnishing to this Office such material as you think appropriate, including:

a. Letters of authorization to incur representational allowances.

b. Results of the study conducted to adjust representational allowances in accordance with the relative importance and needs of the stations concerned.


L. K. WHITE

Acting Deputy Director
(Administration)

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